

**College of the Siskiyous
Job Description**

Job Title: District Network Administrator

FLSA: Exempt

Group: Administrative Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Manages the College network infrastructure; provides and administers cutting-edge, high-speed reliable networking operating systems for the campus.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manages, coordinates and oversees the local-area and wide-area computer network system of the College.

Supervises Technology Services Technicians in a team environment to implement, maintain, install, and repair computers, network hardware and cabling.

Provides information for the evaluation of Technology Services Technician.

Develops and implements plans to design, install, upgrade, maintain, repair and secure campus network systems.

Monitors and maintains the infrastructure of the campus LAN/WAN environment. Manages network security and monitors network performance.

Installs, upgrades, maintains, troubleshoots and repairs servers, routers, firewall, high-speed switches and hubs.

Maintains routing tables and IP addressing scheme.

Supervises and maintains a system for backing up administrative and educational data, enabling procedures for disaster recovery.

Installs, configures and implements e-mail systems, e-mail policies and procedures. Monitors usage, recommends and implements upgrades, administers user accounts and e-mail distribution groups, disseminates etiquette protocols, enforces usage standards.

Prepares project documentation and maintains project files.

Directs and assists in the installation, upgrade, maintenance, testing and repair of microcomputers and related peripheral equipment.

Serves as a technical advisor to administrators, faculty and staff regarding computer technology and information processing.

Installs, configures and maintains an Enterprise anti-virus solution.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a Bachelor's degree in Computer Science and/or Networking or an equivalent. Novell and Microsoft certifications. Cisco network certification preferred. At least five (5) years experience in network management and administration.

Knowledge: Knowledge of principles and practices of network administration; network system development; networking topologies; network security; networking technology and equipment.

Ability: Ability to provide technical leadership in networks; design, implement and maintain networks; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people.

Valid CA drivers license

Physical Efforts/Work Environments: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03

Revised: 9/2/03